

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-ARZ-T

5 April 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Title 10 ARNG Active Guard Reserve (AGR) Accession Policy and Procedures

1. Reference: Army Regulation (AR)135-18, The Active Guard Reserve (AGR) Program, 11 November 2004.
2. This memorandum provides NGB policy and administrative requirements for entrance into the ARNG Title 10 AGR program for one year from the publication date above.
3. Soldiers accessed into the Title 10 AGR program are ordered to active duty and serve under the authority of Title 10 United States Code. The objective of the ARNG Title 10 AGR program is to access highly qualified soldiers to meet the mission requirements of the ARNG at the national level. Title 10 AGR soldiers work at the executive level actively participating in the formulation, coordination, and administration of policies, plans, programs, regulations, and the financial management of the ARNG. Therefore, soldiers who apply for entrance into the program are expected to exceed the minimum standards in the majority of the requirements.
4. Initial tour length is three years, unless otherwise annotated on a specific job announcement. **Applicants accepted into the Title 10 program incur a Title 10 ARNG AGR Active Duty Service Obligation (ADSO) of two years.** Requests for resignation or other release to leave the program, i.e., go back to the state for a Title 32 AGR position, civilian position, return to technician position, etc. will not be considered during the first 24 months of the Title 10 tour. This ADSO does not apply to state recalls for mobilization.
5. Application requirements.
 - a. Physical requirements:
 - (1) Physical examination:
 - A. Title 32 AGR and M-Day soldiers: Chapter 3 physical dated within last two years. Must have been administered at an active component military medical facility or MEPS. If the exam is older than 12 months, a periodic physical, documented on a DA Form 7349, Annual Medical Certificate (AMC), verified by the State Surgeon's office, is required. Any applicable permanent profiles must be included with the physical. **Further, if PULHES numerical indicators of P3 or P4, then the requirements of AR 600-60 must be met prior to applying for accession.**
 - B. Active Component and USAR soldiers: Chapter 2 physical dated within the last two years, administered by an active component military facility or MEPS. If physical is over 12 months old, a periodic physical, documented and verified on a DA Form 7349 is required.

(2) Additional medical requirements: All applicants must be medically certified as drug-free, HIV negative, and not pregnant. HIV tests must be dated within 6 months of accession date. All individuals must be medically certified as drug free not earlier than 15 days prior to accession date. Military or civilian administered drug tests are acceptable. Females must further submit proof of a negative pregnancy test not earlier than 15 days prior to accession date.

b. Soldiers must be able to complete at least three years on active duty prior to completing 18 years of Active Federal Service (AFS) or reaching the Mandatory Removal Date (MRD) from active status based on age or service, whichever occurs first. This does not apply to Title 32 AGR soldiers.

c. Must possess the security clearance level required for the duty position for which they have applied.

d. Must have served a minimum of four years in the Army National Guard immediately preceding application (for ARNG soldiers, two years is waivable by CNGB).

e. The following ranks are eligible for accession: captain – major; specialist - sergeant first class; warrant officer two - warrant officer three. Ranks above and below those listed are *NOT* eligible unless a specific job announcement calls for such. All applicants are required to apply for *advertised* job announcements, and must meet both the requirements of this policy and the specific requirements of the position(s) for which they are applying.

f. Officer applicants must have completed a successful company command for a minimum of 12 months. This requirement is waived for the Adjutant General, Finance, Military Intelligence, and specialty branches due to the lack of available command positions within the states. However, officers in the command exempted branches must have demonstrated a minimum of 12 months previous successful supervisory experience, either civilian or military.

g. All captains must have completed the Officer's Advanced Course or the Captain's Career Course. All majors must have completed the Captain's Career Course or CAS3, and majors with three-plus years time-in-grade (TIG) must have completed a minimum of 50% of the Command and General Staff Course (CGSC).

h. All individuals must have permission by their states, in writing via memorandum as described below, to enter the Title 10 AGR program.

6. All application packets must include the following:

a. [TAG Memorandum](#) of Release signed by an AG signatory authority not less than the Chief of Staff for officers/warrant officers and the State Command Sergeant Major for enlisted Applicants. The memorandum must include a statement of understanding of the Title 10 ARNG AGR ADSO incurred by the soldier upon entrance into the Title 10 program.

SUBJECT: Title 10 ARNG Active Guard Reserve (AGR) Accession Policy and Procedures

b. [Letter of transmittal](#) (encl 4) from State Personnel Officer. Letter must include number of days lump sum leave paid to the applicant since February 1976. Letter of transmittal must also include a statement of understanding of the ADSO incurred by the soldier upon acceptance into the Title 10 AGR program.

c. Active Duty and USAR officer/warrant officer applicants must have both a [Letter of Intent](#) (encl 4) and a [Letter of Acceptance](#) (encl 5) from the state of their choice included with their applications. The Letter of Intent is prepared and signed by the applicant and reflects his/her intent to join the Army National Guard within a specific state/territory upon selection. The Letter of Acceptance is provided by the same state/territory stating they will accept the soldier upon selection for a Title 10 AGR position. (NOTE: Active Component and USAR applicants are cautioned that they do not meet requirement 5d above, and therefore must be granted an exception to policy by the Chief, National Guard Bureau in order to access into the Title 10 Program.)

d. Any officers that are not-selected on a DA promotion selection board are NOT qualified for entrance into the Title 10 program. This is a non-waivable disqualification.

e. Active duty enlisted soldiers must be within 90 days of their Expiration Term of Service (ETS) before applying for a Title 10 assignment with the National Guard Bureau. A [Letter of Acceptance](#) from the state of choice must be provided and all other administrative requirements must be met before requesting entry into the Title 10 Program.

g. The Application for Active Guard/Reserve (AGR) Position, [NGB Form 34-1](#) must include the following statements in the "Remarks" section, with applicant's original signature and date following each statement, and a final original signature and date in Part VII:

(1) I am/am not retired from civil service or qualified for such retirement.

(2) I am not receiving VA medical disability.

(3) I understand that National Guard Bureau may involuntarily reassign Title 10 AGR personnel on a worldwide basis before the end of the active duty commitment in current AGR orders. Refusal of reassignment orders will result in removal from the program.

(4) I understand that by accepting a Title 10 AGR tour I am incurring a Title 10 ARNG AGR Active Duty Service Obligation of 24 months. I may not request resignation or voluntarily assignment or reassignment outside of the Title 10 AGR program during this period of time.

(NOTE: If using the NGB 34-1 dated October 2002, these statements must be annotated on a memorandum, with signatures and dates as described above).

NGB-ARZ-T

SUBJECT: Title 10 ARNG Active Guard Reserve (AGR) Accession Policy and Procedures

h. Enlisted soldiers must include a copy of the current Oath of Extension of Enlistment or Reenlistment (DA Form 4836). ETS must be beyond initial ARNG Title 10 AGR tour ending date.

i. The State/Territory HQ will review all application packets to ensure the applicant meets the minimum qualifications, as well as for accuracy and completeness of the application packet.

j. The completed and reviewed packet is to be sent directly to National Guard Bureau, Staff Management Office, ATTN: NGB-ARZ-T (SFC Connie Thompson), 1411 Jefferson Davis Highway, Suite P1200, Arlington, VA 22202-3231.

k. The Staff Management Office will not be accountable for applications sent through other channels or to any person, office, or division, other than to the address stated above. The application process does not begin until the soldier has receipt that the Office of Staff Management has received the application packet. If documents are missing or incorrect, or the packet is not prepared IAW the applicable checklist, the packet will be returned to the applicant for correction.

l. We highly recommend that applicants retain a copy of the complete application packet. Applications should not be placed in document protectors and/or binders, but must be tabbed, prepared, and assembled with all required documentation as listed in the "Application Checklists" (encl 1 for officers and warrant officers, encl 2 for enlisted soldiers) or they will be returned to the applicant for corrective action.

7. Title 10 AGR officers and warrant officers (does not apply to enlisted soldiers) may also apply for published job announcements by submitting the following documents through their leadership:

a. A DA 4187, Request for Personnel Action, requesting consideration for the announcement number and title of position. The DA 4187 must also include current assigned organization, position title, TDA para/line, position grade, assignment date, and Release from Active Duty date (REFRAD).

b. Copies of the three most recent profiled evaluation reports. Non-profiled evaluation reports will not be accepted.

c. Copy of three most recent DA Form 705, Physical Fitness Test Scorecard. Ensure the DA Form 705s are complete, i.e. height, weight, authorizing signature. Also required is the DA Form 5500-R, Body Fat Content Worksheet. This form is not required if within table weight.

d. Recent digital photograph taken IAW AR 640-30, Photographs for Military Personnel.

e. Current Biographical Record Brief (BRB).

NGB-ARZ-T

SUBJECT: Title 10 ARNG Active Guard Reserve (AGR) Accession Policy and Procedures

8. Soldiers approved for accession into the Title 10 program directly from an Active Duty for Special Work (ADSW) tour at NGB will be required to complete their ADSW orders prior to accessing into Title 10. While every attempt will be made to ensure that orders for Title 10 are cut concurrently, the Office of Staff Management cannot guarantee this action can occur each and every time.

9. General.

a. A written notification, via either email or hardcopy, will be sent to the applicant upon initial receipt of application. If an applicant is qualified, but a vacancy is not immediately available, the application will be held for consideration for one year from date of receipt. If this situation occurs, a second notification will be forwarded to the applicant.

b. Accession into the program is only offered by Staff Management personnel after approval is obtained by the NGB leadership. Soldiers will not make plans to enter the ARNG Title 10 AGR Program until after the ARNG Staff Management Office notifies the state/territory headquarters and the soldier of approval for accession and coordinates a tour start date. Permanent change of station (PCS) costs cannot be paid without an official order at the time of PCS. An assignment officer will personally contact the soldier if and when a correlating vacancy is located and leadership approval has been obtained for that soldier's accession. Quite often, positions are offered to qualified applicants other than that for which the applicant first applied. If this occurs, the applicant is cautioned to remember that s/he is being offered entrance into the program, not into a specific position, and therefore, rejection of a specific position is also rejection of entrance into the Title 10 program.

c. Applications received with postage funded by the US Government for "personal" mail will be destroyed. Applications received with (TAG, MILPO, etc.) endorsements are authorized US Government funded postage. Use of US Government funded overnight or express mail is not authorized.

10. Specific tour position announcements with detailed duty descriptions and prerequisites are published on the world wide web at: www.arng.army.mil. Click on the "Soldier Resources" icon and follow the prompts to "Guard Tours" and "Title 10 Opportunities". You can also use the National Guard GKO Portal: <https://gkoportal.ngb.army.mil/C10/C10/ARNGJOBS/default.aspx>

10. Point of contact is the Office of Staff Management, SFC Connie Thompson, Accessions NCO, DSN 327-1345 or 703-607-1345, Email: connie.thompson@ngb.army.mil.

///S///

GARY S. OWENS
Colonel, NGB
Chief, ARNG Staff Management Office

DISTRIBUTION:

TAG -ALL STATES
Chief of Staff – ALL STATES
MILPO - ALL STATES
POTO – ALL STATES
HRMO – ALL STATES
STATE CCWO - ALL STATES
All NGB Divisions
Guard Knowledge Online
Worldwide Web

**NGB, OFFICER/WARRANT OFFICER
TITLE 10 APPLICATION CHECKLIST**

(Applicant completes italicized information in Item A below, assembles packet IAW Item C, then places this form as the topmost document of the application packet)

A. PERSONAL DATA.

FULL NAME _____ SSN _____ RANK/DOR _____ BR _____ STATE _____
CURRENT STATUS: M-Day T32 AGR Tech AC USAR ADSW (T32 or T10) TTAD Mob Other
MRD _____ BASD _____ PEBD _____ Total Yrs AFS _____
DAYTIME PHONE: _____ EMAIL: _____
ANNOUNCEMENT #(s) and Titles applying for: _____
(Please add geographic location if not MDW area)

***** **Applicant: Do not enter data below this line** *****

B. NGB ACCESSION PACKET REVIEW DATA.

DATE PKT REC'D _____ INIT REVIEW DATE _____ DATE FOR'D TO ASG OFCR _____

C. PACKET SEQUENCE AND DOCUMENT REQUIREMENTS *(Packets not tabbed and/or containing all documentation IAW guidance below will be returned without action).*

<u>Tab</u>	<u>Requirement</u>
A	_____ NGB Form 34-1 , Application for AGR Position, with required statements (see Accessions Requirements and Procedures, para 5g(1-4))
B	_____ DA Form 2-1 (copy must be certified by appropriate unit/state HQ/PSB personnel)
C	_____ TAG Release Memo ; Transmittal Letter ; Letter of Intent ; Letter of Acceptance
D	_____ DA Photo (within last 12 months)
E	_____ Biographical Record Brief (BRB)
F	_____ Security Clearance verification Type _____ Level _____ Date _____
G	_____ Last five years consecutive OERs and AERs (must be profiled)
H	_____ Last three consecutive APFT Scorecards (DA Form 705) (most recent within last six months)
I	_____ DA Form 5500-R, Body Fat Content Worksheet (if required) (within six months)
J	_____ NGB Form 23b (RPAS) (within last 90 days) Total AD pts (cannot exceed 5475): _____
K	_____ Proof of highest military education completed; Level: OBC OAC CAS3 CGSC SSC
L	_____ Civilian Education all transcripts (photocopies accepted) Level completed: BS/BA MS PhD
M	_____ Leave and Earnings Statement (LES) (dated within 3 months, copy acceptable); PEBD: _____
N	_____ DD 214s (If applicable)
O	_____ DA Form 1172, Ap For Uniformed Services ID Card, DEERS Enrollment
P	_____ Military Physical, SF 88/93; DD 2807-1/2808; plus certified DA 7349 if physical over 6 mos old (ARNG members require Ch 3, all others require Ch 2 – photocopies accepted):
Date of physical: _____ Type: Ch 2 Ch 3 Ch 4 Qualified? YES NO	
PULHES: _____ DA 7349: Date _____ Fully Fit? Yes No	

ENCLOSURE 1

D. COMPLETED APPLICATION PACKETS. Send to:

National Guard Bureau
ATTN: NGB-ARZ-T (SFC Connie Thompson)
1411 Jefferson Davis Hwy.
Arlington, VA 22202-3231

E. LINKS/REFERENCES.

- a. Accession Policy and Procedures (*"How Do I Apply for Title 10 AGR?"*):
http://www.arng.army.mil/guard_docs/Title10/downloads/Applicationprocedures.doc
- b. NGB Form 34-1, Application for AGR:
http://www.arng.army.mil/guard_docs/Title10/downloads/NGB-34-1application.doc
- c. Officer/Warrant Officer Biographical Record Brief (BRB) template:
http://www.arng.army.mil/guard_docs/Title10/downloads/BRB Officer.doc
- d. AR 135-18, The Active Guard Reserve Program:
http://www.usapa.army.mil/pdffiles/r135_18.pdf
- f. TAG Release Memorandum Template: <http://>
- g. Letter of Transmittal template: <http://>

F. ACRONYMS.

ADSO	Active Duty Service Obligation
ADSW	Active Duty for Special Work
AFS	Active Federal Service
BASD	Basic Active Service Date
BR	Branch
BRB	Biographical Record Brief
FA	Functional Area
MRD	Mandatory Removal Date
OER	Officer Evaluation Record
PEBD	Pay Entry Base Date
RPAS	Retirement Points Accounting Summary
TAG	The Adjutant General

NGB, ENLISTED MEMBER TITLE 10 APPLICATION CHECKLIST

(Applicant completes italicized information in Item A below, assembles packet IAW Item C, then places this form as the topmost document of the application packet)

A. PERSONAL DATA:

NAME _____ RANK _____ SSN _____ MOS _____ STATE _____
 ETS _____ BASD _____ PEBD _____ Total Yrs AFS _____ GENDER _____
 CURRENT STATUS: M-Day T32 AGR Tech AC USAR DAYTIME PHONE: _____
 EMAIL: _____ ANNOUNCEMENT #(s) applying for: _____

C. NGB ACCESSION PACKET REVIEW DATA:

DATE PKT REC'D _____ INIT REVIEW DATE _____ DATE FOR'D TO EMB/ASG OFCR _____

C. PACKET SEQUENCE AND DOCUMENT REQUIREMENTS *(Packets not tabbed and/or containing all documentation IAW guidance below will be returned without action):*

Tab Requirement

- A _____ NGB Form 34-1, Application for AGR Position
- B _____ DA Form 2-1 (certified true copy)
- C _____ State CSM Recommendation Letter; Letter of Acceptance
- D _____ DA Photo (within last six months)
- E _____ Biographical Record Brief (BRB)
- F _____ Security Clearance verification Type _____ Level _____ Date _____
- G _____ Last **five years** NCOERs and AERs
- H _____ Last **three** consecutive APFT Scorecards (DA Form 705) (most recent within last six months):
 Dates/Scores: _____
- I _____ DA Form 5500-R, Body Fat Worksheet (if required) (within six months)
- J _____ NGB Form 23b (RPAS) (within last 90 days)
- K _____ Proof of highest military education completed; Level: PLDC BNCOC ANCOC
- L _____ Civilian Education **all transcripts** (**legible** photocopies accepted)
- M _____ DD Form 1172, Ap For Uniformed Services ID Card, DEERS Enrollment
- N _____ DA 4836 Oath of Extension of Enlistment or Reenlistment
- O _____ DD 214 if applicable
- P _____ Signed statement regarding world-wide assignment
- Q _____ Leave and Earnings Statement (within three months)
- R _____ Military Physical, SF 88/93; DD 2807-1/2808; **plus** certified DA 7349 if physical over 6 mos old
 (ARNG members require Ch 3, all others require Ch 2 – **legible** photocopies of orig physical acceptable):

- 1. Date of physical: _____
- 2. Type: Ch 2 Ch 3 Qualified? YES NO
- 3. PULHES: _ _ _ _ _
- 4. HIV date (must be within 60 days): _____

ENCLOSURE 2

D. MAIL APPLICATION TO:

Chief, National Guard Bureau
ATTN: NGB-ARZ-T
1411 Jefferson Davis Highway
Arlington, VA 22202-3231

E. LINKS/REFERENCES:

1. NGB Form 34-1, Application for AGR:

http://www.arng.army.mil/guard_docs/Title10/downloads/NGB-34-1application.doc

2. Enlisted Biographical Record Brief (BRB) template:

http://www.arng.army.mil/soldier_resources/Title10/bulletin.asp

3. AR 135-18, The Active Guard Reserve Program

http://www.usapa.army.mil/pdffiles/r135_18.pdf

4. NGR 600-10, ARNG Tour Program, dated 24 February 1983.

5. Title 10 Army National Guard (ARNG) Active Guard Reserve (AGR) Application Procedures:

http://www.arng.army.mil/guard_docs/Title10/downloads/ApplicationProcedures.pdf

F. ACRONYMS.

ADSO	Active Duty Service Obligation
ADSW	Active Duty for Special Work
AFS	Active Federal Service
BASD	Basic Active Service Date
BR	Branch
BRB	Biographical Record Brief
FA	Functional Area
MRD	Mandatory Removal Date
OER	Officer Evaluation Record
PEBD	Pay Entry Base Date
RPAS	Retirement Points Accounting Summary
TAG	The Adjutant General



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

REPLY TO
ATTENTION OF

MIAG

MEMORANDUM FOR National Guard Bureau, Staff Management Office,
ATTN: NGB-ARZ-T, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231

SUBJECT: Release for Title 10 Active Guard/Reserve (AGR) Tour

1. I highly recommend and release MAJ Xxxxxx Xxxxxxxx for a Title 10 AGR tour with the National Guard Bureau.
2. This second paragraph should summarize MAJ Xxxxxxxx's skill set. For example: MAJ Xxxxxxxx is a highly motivated officer who has held successful company command and staff assignments. Her motivation and professional bearing are second to none. She has completed 50% of the Command and General Staff Course. MAJ Xxxxxxxx will be a great asset to the Army National Guard at the National Guard Bureau level.
3. The [state] Army National Guard and MAJ Xxxxxxxx understand that by accepting a Title 10 AGR tour, MAJ Xxxxxxxx incurs an Active Duty Service Obligation (ADSO) of 24 months. MAJ Xxxxxxxx may not request resignation or voluntary assignment or reassignment outside of the Title 10 AGR program during this period of time. This ADSO does not apply to state recalls for mobilization.
4. My point of contact is _____, DSN: XXX-XXXX or comm. XXX-XXX-XXXX.

GARY S. OWENS
Major General, XXARNG
The Adjutant General

ENCLOSURE 3



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

REPLY TO
ATTENTION OF

HRO-AGR

MEMORANDUM FOR National Guard Bureau, Staff Management Office,
ATTN: NGB-ARZ-T, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231

SUBJECT: Letter of Transmittal, Application for Title 10 AGR Tour, MAJ XXXXXXXXX

1. The Kentucky Army National Guard nominates MAJ XXXXXX XXXXXXXXX for assignment as a Title 10 AGR officer at National Guard Bureau. The application packet has been reviewed and is submitted as complete and correct.
2. Required information is provided as follows:
 - a. Level of Security Clearance: Secret, EPSQ Periodic Reinvestigation submitted, 19 September 2004, DSS.
 - b. Number of days of lump sum leave paid since 10 February 1976: 16.0.
3. The KY ARNG and MAJ XXXXXXXXX understand that by accepting a Title 10 AGR tour, MAJ XXXXXXXXX will incur an Active Duty Service Obligation (ADSO) of 24 months. MAJ XXXXXXXXX may not request resignation or voluntary assignment or reassignment outside of the Title 10 AGR program during this period of time. This ADSO does not apply to state recalls for mobilization.
4. Point of contact is _____, DSN: XXX-XXXX or
comm: XXX-XXX-XXXX.

ALAN C. SAUNDERS
COL, KY ARNG
Chief of Staff

ENCLOSURE 4



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

REPLY TO
ATTENTION OF

[Current Office Symbol]

MEMORANDUM FOR National Guard Bureau, Staff Management Office, ATTN: NGB-ARZ-T,
1411 Jefferson Davis Highway (Suite P1200), Arlington, VA 22202-3231

SUBJECT: Letter of Intent, MAJ XXXXXX XXXXXXXXXX

I, MAJ XXXXXX XXXXXXXXXX intend to join the [State] Army National Guard if selected for a Title 10
AGR position by the National Guard Bureau.

XXXXXX X XXXXXXXXXX
XXX, US ARMY
Ordinance Officer

ENCLOSURE 5



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

REPLY TO
ATTENTION OF

STAG

MEMORANDUM FOR National Guard Bureau, Staff Management Office, ATTN: NGB-ARZ-T,
1411 Jefferson Davis Highway (Suite P1200), Arlington, VA 22202-3231

SUBJECT: Letter of Acceptance for MAJ Xxxxxx Xxxxxxxx

1. MAJ Xxxxxx Xxxxxxxx (AC), 123-45-6789, has submitted a packet to be considered for a Title 10 AGR Tour at National Guard Bureau.
2. If accepted for a Title 10 Tour, the [State] Army National Guard will accept MAJ Xxxxxxxx as a member. This soldier will be assigned to an extra TDA position. Furthermore, this letter of acceptance does not guarantee enlistment or appointment into the [State] Army National Guard should the officer not be accessed into the Title 10 program.
3. My point of contact is LTC Point of Contact, DSN: XXX-XXXX or (888) 555-1212, email: point.contact@st.ngb.army.mil.

FOR THE ADJUTANT GENERAL:

ALAN C. SAUNDERS
COL, GS, STARNG
Chief of Staff

NOTE: Letter of acceptance must be signed by Chief Of Staff,
Assistant TAG, or TAG.

ENCLOSURE 6